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NEW ZEALAND LIBRARIES

Official Bulletin of the New Zealand Library Association, Incorporated

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LIAISON OFFICER.

MISS E. J. CARNELL, the recently appointed Liaison Officer between the Country Library Service and the Association, took up her duties on the 3rd January. Miss Carnell travelled via the United States, sailing from Liverpool on the *Scythia*. In consultation with Mr. Dollard, of the Carnegie Corporation of New York and Mr. Carl H. Milam, Secretary of the American Library Association, Miss Carnell mapped out a route across the United States which included New Jersey, Washington, Tennessee and Louisiana. Most visitors from New Zealand have perhaps taken the Chicago route, but from the point of view of studying rural systems, Miss Carnell's route appears to have been an admirably chosen one. She inspected the New York Central Library and Fordham Branch; Columbia Library School; Hunterdon and Mercer County Libraries, New Jersey; New Jersey Public Library Commission; Trenton Public Library and branches; Library Service Division of the Department of Education; Library of Congress; Tennessee Valley Authority headquarters, and School and Community Library at Norris; Lawson McGhee Public Library and Knox County Library; Memphis Public Library and Selby County Library. Leaving Tennessee Miss Carnell proceeded to the Public Library Commission at Baton Rouge, Louisiana, and thence to California, where she saw the Los Angeles Public and County Libraries, the county libraries of Ventura, Kern, Santa Barbara, and Kings' County, and, finally, the State Library at Sacramento. Miss Carnell had trips in various book wagons ranging in size from ten hundredweight to seven tons, and on her arrival in New Zealand expressed her keen interest in library achievements in some parts of the immense rural areas of the United States, and her appreciation of the helpfulness of American librarians everywhere to a visitor from England. Although it was impossible to generalise about libraries in America, Miss Carnell remarked that the few libraries which she had seen so far in New Zealand were from the point of view of the physical condition and general attractiveness of the stock considerably in advance of many she had seen in the States. This was due probably to the slump which had hit many American libraries so hard that their book funds had been reduced for a time to a fraction of their former size. The staffs, supplemented by W.P.A. workers, had prolonged the life of library books by much mending and patching, but the results, though praiseworthy, did not improve the appearance of the shelves.

With regard to the standard of selection, particularly in the fiction section, Miss Carnell found that in the majority of libraries the avowed policy was to maintain a high standard, though sometimes practice appeared to fall a little short of policy. Here and there she came across a librarian who frankly admitted that "what the public want" partly determined the selection of additions to the fiction shelves. The amount of publicity which American libraries get and the time which it is thought worth devoting to publicity work was surprising to anyone trained in England. Other points which struck Miss Carnell were the number of periodicals provided in quite small libraries, and the good use made everywhere of pamphlet material, cuttings, collections of illustrations.

Miss Carnell expressed herself as glad to have arrived in New Zealand and keen to go over the ground which she would have to cover. The choice of Liaison Officer which the Association made has brought into our midst a library officer of ability and distinction. We wish her every happiness and success during the five years of her appointment.

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WAR LIBRARY SERVICE

Since the preparation of the notes appearing under this title in the December issue of "N.Z. Libraries," a great deal of further work has been done towards the provision of books and periodicals for the men on military service.

A house to house canvass was arranged by the N.Z. Boy Scouts' Association for December 16. This was carried out very successfully by Boy Scouts in each of the four main centres. It was obvious that the boys thoroughly enjoyed their job and the result of their efforts was that many thousands of books and periodicals were collected so that there is no immediate shortage of material.

The organisers of this drive are to be congratulated on their success, together with the Chief Librarians and staffs of the libraries acting as receiving and sorting agents. This was no light task, and coming at a busy period and at short notice, involved much additional work.

Those engaged in sorting must all have experienced at times a feeling of helpless exasperation with much of the rubbish sent in by apparently well-intentioned householders—periodicals published exclusively for women, ancient illustrated papers and material of all sorts, unsuitable both as to type and state of repair. Against this must be set the large amount of valuable material now available for distribution.

Immediately sorting was completed preparation of material was taken in hand for delivery to the troopships and escorting vessels at the various ports of departure. In all, 10,000 books and 9,000 periodicals in good condition were so distributed before December 31. When the troops disembark this material will be used in libraries in base camps.

Preparations for the Military Camp Libraries at Papakura and Burnham are well in hand and the already established library at Trentham is extending its work. More defence units have received books and it will not be long before the whole field will have been covered.

Returns coming to hand show that an excellent response is being received to the appeals issued by the smaller libraries. The activities of these libraries will assume much greater importance now that the work connected with the book drive and the supplying of troopships and escort vessels has been completed. As stocks in the main centres become exhausted, the collections waiting at libraries all over the country will be gradually called in.

BRANCHES AND SECTIONS

WELLINGTON:

Mr. Mawson has furnished the following report on the activities of the Wellington Branch for the year 1939:

"During the year meetings have been held at approximately two-monthly intervals, but it has been found that even so the attendances at these meetings have not been good. The speakers and their subjects were as follows:—May, Mr. Herbert Baillie, 'Early History of the Library Movement in Wellington'; July, Mr. W. W. Stirling, 'Microphotography in Libraries'; September, Mr. Max Riske, 'The Library from the other side of the Counter'; and November, Mr. D. W. McKenzie, 'Libraries and Museums as factors of Education.' All these speakers gave excellent addresses which warranted a much greater expression of interest on the part of members.

"Various sub-committees have been set up during the year to investigate and report on various matters. The most active sub-committee has been that set up to compile a manual for the librarians of school libraries. It is hoped that the work of the committee will be completed very shortly. A sub-committee set up to revise and prepare for publication the Union List of Library Textbooks and Periodicals has unfortunately not been active this year and there is nothing to show for the twelve months. A sub-committee set up to report on the constitutional relationships of the Branches and the parent body, reviewed the question, and a remit was forwarded to the Association proposing the election of officers by postal ballot. This remit has not been incorporated in the proposed rules, but it is to be hoped that the proposal will be well discussed at the coming conference.

"More recently a sub-committee has been set up to assist in the formation of a panel of Translators, and there is no doubt that when the Branch meets again it will be pleased to co-operate in the matter of hospital libraries.

"The interests of assistants have been watched during the year and a number of recommendations have been made to Council. The Branch is pleased to note that Rule 41 of the proposed rules implies the abolition of the conference registration fee."

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THE ANNUAL REPORT.

By "Scrutator."

One of the duties of the librarian is to make each year to his committee a report on the work done during the year, which generally ends on the 31st December or on the 31st March. In various hands this document takes various forms. Sometimes it is a single copy hastily compiled out of a sense of duty and presented to the annual meeting; sometimes it is a good deal more, and, in the hands of those librarians who are fully alive to the value of such a report as a propaganda instrument, it becomes a weapon for the dissemination of information about the library and for the inculcation of that library optimism which is so valuable in bringing development about. The bare duty of the librarian is to furnish his committee and through it his public with full information about the system which he is guiding. If he can, in addition to discharging this duty, advertise the library and make its facilities and its resources known throughout the community which he serves, it can be taken that he has written a good annual report.

A report then should be written with two objects in view: it should be a formal document for the committee, and yet its paragraphs should be able to be reproduced in the columns of a newspaper in the form of local news paragraphs or even news stories. It is wise, if circumstances permit, to ensure that every member of the committee has his own copy of the report; that it is well set out and easily legible, and that copies are in the hands of the newspapers at the first possible moment after the report has become a public document, that is to say after it has passed through the committee and therefore confidential stage.

An optimistic note is frequently wise in an annual report, because the public as well as committee men naturally feels favourably disposed towards something of its own which appears to be doing successful work. Consequently if an optimistic note is sounded, it is more probable that assistance will be forthcoming than if a hard-luck tale, no matter how well justified, is accompanied by a plea for money which is not easily forthcoming.

Contents of the annual report should furnish a history of the activities of the library in all its departments over a period of twelve months. Issues should be recorded, and here, as in the case of every other department of records, actual figures should be furnished. Figures bolstered up by such and such a percentage in order to make a good showing, and often without any intention of falsification, invariably rebound, sometimes with dire effect. An exact record of the number of books issued in each of the Dewey or other main classes adopted is one of the prime essentials of a good annual report. Against this table of figures should be placed the figures for the previous year. In many libraries an attempt is made to furnish returns showing the amount of use made of books in the library. Statistics of persons using the Reference Department are sometimes kept, while in other libraries the public is asked to leave out on the tables the books consulted, from which statistics covering all the classes are subsequently made up by members of the staff. This is, of course, a rough and ready method of estimation, but no thoroughly satisfactory method of estimating the reference use made of the library has yet been devised. In the larger libraries which have some pretentions to furnishing an information service, distinct from a collection of reference books, a record is very frequently kept of the number of questions asked, the number of pictures supplied, the number of books asked for, or sent out on interloan, and the number of telephone enquiries received and answered.

Statistics of stock should always be given. In most libraries this is done by taking the number of books at the time of the last annual report, adding the number of accessions during the period under review, subtracting the number of rejections and checking the whole against a hand count of the books on the shelves, added to the books on issue and at the binder's, etc.; the difference between the two may be assumed to represent the number of books lost by theft, etc., during the year, some of which will probably not have been found to be out of their places.

Depending on the control of the library, a balance sheet may or may not be required. Under a municipal system of control, the finances are generally looked after by the Borough Treasurer, and his figures are frequently not available at the time of presentation of the annual report, and are in any case presented independently, together with his report on the Borough's finances as a whole. In cases where a statement of this kind *is* required, two sheets should be furnished, one a statement of assets

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and liabilities, and the other a statement of receipts and payments, or purely cash transactions. The record of the amount of money received during the year for subscriptions, for fines, by way of allocation from rates, by endowments or donations, should be given under the separate heads, while a record of expenditure should be given on the opposite side of the sheet. Should space permit, NEW ZEALAND LIBRARIES for February will contain an article setting out a model set of heads for classifying expenditure and showing the method generally adopted for estimating receipts and expenditure and for checking actual receipts and expenditure against the figures estimated.

It should be borne in mind in the compilation of a report of this nature that the librarian and his staff are simply the servants of the governing body. In cases where a committee or similar body governs a library, it is a common practice to set out the names of the members on the front sheet of the report, followed by the name of the librarian and sometimes, in the case of the larger libraries, by the names of the heads of the various sub-departments. The report then, when it becomes public, is the report not simply of the librarian, but of the body governing the institution.

Staff changes may conveniently be noted in the report, promotions to definite positions, as well as new appointments and retirements. The library frequently has to express its gratitude for donations of books, money or material of various kinds, and acknowledgements may conveniently be made in the annual report of these gifts, as well as of the services of an energetic staff and the various Government or Civic departments, firms or individuals who have gone out of their way to help the library in its search for information sought by the public. Acknowledgements of this kind are, of course, no more than common courtesy, but the fact of making public acknowledgement in addition to the ordinary formal letter sent out at the time allows the fact of co-operation between persons and institutions outside the library itself to become apparent, and the fact that all are combining in the common work goes home with renewed force to whoever reads the report. If the newspapers are kindly disposed, and it is only in exceptional circumstances that they are not, a wide public can be made to see the ramifications of the library's work in this way.

Paragraphs relating to the various departments of the library's work are of importance. Here in New Zealand, where we are gradually trying to distract attention from the cheap fiction supply, it is interesting to compare percentage increases or decreases of various classes of general literature with percentage increases or decreases in fiction, and see how far the library has succeeded in its ideal of bringing up the level of the public's reading. Libraries in New Zealand have suffered far more severely than libraries in most countries from the fact of being the only agency for the supply of books, which has entailed the supply of the bulk of fiction read for many years past, but the problem is not one confined to New Zealand alone, and the consideration of the increases or decreases in various classes is not unusual in reports made abroad.

The work which the library is doing with children and with intermediates should also be alluded to. Every child is one subscriber: more than that, he is a subscriber with a comparatively open mind. A book about children recently appeared, called "Important People," by J. H. Dowd. Any librarian will agree that children are important people, and the work done with them should never be relegated to a back room and treated as subordinate: it is among the most important done by the librarian.

It is a good plan to submit the final draft annual report to the chairman of the library committee before it is finally typed or cyclostyled. The chairman is at least quite as responsible as the librarian for the report; as a matter of courtesy he should receive the first information of its contents, and as a matter of insurance he should have an opportunity to comment on and criticize it before it becomes a formal document to present to his committee. Brown's "Manual of Library Economy" gives a good deal of information about the annual report which will repay study. Representative annual reports are kept at Association headquarters and may be inspected by librarians who are called upon to furnish a report perhaps for the first time. The officers of the Association have on several occasions, probably indeed on many occasions, given advice on problems connected with such matters as the compilation of the annual report, and it may be taken for granted that they will deal sympathetically with future enquiries.

CONFERENCE.

The following is the Conference programme as it stands at present. The names of those who have accepted particular tasks are set out. Gaps will be filled in as acceptances come forward, and it is hoped that the February issue of NEW ZEALAND LIBRARIES will contain a copy of the programme in its final form:

WEDNESDAY, 21st FEBRUARY.

9 a.m.—Registration (including giving of information to delegates, registration for individual seminars, and notices of questions for "Question Time," 11.45 a.m. Thursday).

9.15 a.m.—Photograph.

9.45 a.m.—Opening of Conference: Hon. P. Fraser, M.P., Minister of Education.
Presidential Address: Mr. John Barr, F.L.A., Auckland.

10.30 a.m.—Interval.

10.45 a.m.—Business meeting.

12.30 p.m.—Adjournment.

2 p.m.—Resumed business meeting. Mr. E. H. McCormick, "Centennial Publications."

3.45 p.m.—Interval.

4-5.30 p.m.—Seminars (A).

(i) "Library Buildings: Principles, Plans and Pitfalls." (Note: Special interest attaches to this subject because the new Wellington Central Library will be an object of much interest and library buildings are being planned in smaller centres.)

Speakers: (1) Mr. J. Norrie—City Public Libraries. (2) Mr. C. W. Collins—School and College Libraries. (3) Miss E. J. Carnell—Small Library Buildings.

(ii) "Library Assistants: What part can they play on the Library Staff and in the Association?"

Speakers: (1) Miss M. S. Fleming. (2) Miss L. Dromgool.

5.30-6 p.m.—Committee Meetings.

8 p.m.—Symposium: "The Library in Education."

THURSDAY, 22nd FEBRUARY.

9 a.m.—Resumed Business Meeting.

11 a.m.—Interval.

11.15 a.m.—"Question Time." Informal general meeting.

12.30 p.m.—Adjournment.

2 p.m.—Committee Meetings.

2.30 p.m.—Seminars (B).

(i) "Library Equipment for Smaller Libraries."

Speakers: (1) Miss J. Rawson. (2) Miss G. L. O. Jeffreys. (3) Mr. W. A. Lindsay.

(ii) "Film in the Library."

Speakers: (1) Mr. W. W. Stirling.
(2) Mr. W. J. R. Scollay.

4 p.m.—Interval.

4.15 p.m.—Seminars (C).

(i) University, Government and Special Libraries. "The Place of the Library in the New Zealand University System."
Speakers: (1) Mr. W. J. Harris.
(2) Miss A. E. Minchin.
(3) Mr. H. G. Miller.

(ii) School and Children's Libraries. "Book Selection for Primary Schools and Children's Libraries."

(iii) "Book-binding, Book-repairing"—with displays.

Speaker: (1) Miss A. Denton—Care of Books.

5.45 p.m.—Adjournment.

7.15 p.m.—Broadcast from 2YA. "Your Children also Read." Miss D. M. Neal.

8 p.m.—Meeting. "Library Policy, Great Britain, United States, New Zealand."

Speakers: (1) Miss E. J. Carnell.
(2) Mr. W. J. Harris.

FRIDAY, 23rd FEBRUARY.

—Seminars (D).

9.15 a.m.—(i)—Seminar for librarians of small places (at Karori Branch). It is hoped that transport back to the city may be arranged in time for the next session. "Issue Systems—Problems of Small Libraries."

Speakers: (1) Miss M. Macassey.
(2) Mrs. M. Whitaker.
(3) Miss J. McLaughlin.
(4) Mr. A. L. Low.

9.30 a.m.—(ii) "Rental and Pay Duplicate Collections in Public Libraries: Maintenance of and justification for."

Speakers: (1) Mr. A. G. W. Dunningham
(2) Mr. H. Greenwood.
(3) Mr. N. H. Buchanan.
(4) Mr. J. Barr.

11.30 a.m.—Interval.

11.45 a.m.—Business Meeting for Election of Officers.

2.30 p.m.—Committee Meetings

3.30 p.m.—Council Meeting.

Library "At Homes."

The senior staff members of the Alexander Turnbull Library, Country Library Service, General Assembly Library, Victoria University College Library, Hutt Valley High School Library, and Wellington Public Libraries will be "at home" to receive visitors and show them round.

GENERAL NEWS

Wellington Public Libraries:

It is anticipated that the book stock of the Wellington Public Libraries will be moved on February 9th, and that within the following two or three days the whole of the transfer of books and furnishings will have been made. The library will have been open less than a fortnight when the Conference meets, but it is anticipated that the ordinary routine of the new building will have settled down enough for members and delegates to see the system in normal operation. At the moment the grounds are being laid out in a long gradual slope up to the front face of the building, and the general effect, judging from the plans and drawings which are available, should be most attractive.

Question Time:

Members who would like any particular matters to be discussed at Conference time are asked to give the Secretary notice of a question introducing the subject. It is hoped that librarians of the smaller places in particular will take advantage of this opportunity to receive advice from the more experienced librarians who will be present at Conference.

Imports of Books:

The Secretary is continuing negotiations with the Customs authorities with regard to the establishment of a Bureau to ensure that libraries receive proper supplies of essential books. He is not yet in a position to make a definite report on the subject, but it is anticipated that before the appearance of the next issue of NEW ZEALAND LIBRARIES the matter will have reached finality.

Wellington, New Zealand:

The Conference city this year for the first time since 1937 is Wellington. While it is perhaps a little early from some points of view to hold another Conference in the capital city, the fact that 1940 marks the centennial of the Dominion has meant that a good deal of unusual activity has occurred. Prominent among the attractions in the capital at the time of the Conference will be the Centennial Exhibition, which is already in full swing. Librarians, by virtue of their profession, are interested in the collection and preservation of historical material other than books: indeed, viewed largely, their work deals not only with books, but with education generally. From an educative point of view, the Centennial Exhibition has much to commend it, and items of historical interest abound. Developments in other fields of knowledge are represented in many of the stands, contemporary life being represented at least as strongly as the historical aspects. The Exhibition is well worth a visit, and those who have not had an opportunity of seeing what lies particularly within their purview—publications connected with the celebrations—will be able to obtain an idea of them from the display and talk which is being arranged by Mr. E. H. McCormick, who will be remembered as librarian of the Hocken Library, Dunedin, a member of the staff of the General Assembly Library (Archives Department), as well as for his work in connection with the Centennial publications. Mr. McCormick was at one time Chairman of the Wellington Branch, and is known to many who will be present at the Conference.

Apart from the Centennial Exhibition itself, there is much to be seen from a professional point of view. The General Assembly Library, the only library of copyright in the country, which is rather more than a library for the members of Parliament, although still rather less than a National Library, is in an interesting stage of its development, leading up as it is to progress which has already been mapped out.

The Alexander Turnbull Library, which provoked admiring comment from Mr. George Bernard Shaw, on his recent visit, must be one of the finest antiquarian collections in the world, and is famous also for the excellence of its New Zealand and general Polynesian material. The University College Library is now classified completely according to the Library of Congress system, and delegates interested in classification would do well to pay it a visit. A model school library is that at the Hutt Valley High School. Lieutenant W. W. Mason, Master-in-Charge, is on active service and expected to leave New Zealand with the Second Echelon, but the work which he has been building up during the past few years has been left in competent hands. Perhaps most notable of all will be the new Wellington Central Library, which is to be opened about ten days before the beginning of Conference. A large ferro-concrete building, it occupies approximately four and a half times the floor space of the existing forty-year-old building. It contains in addition to the usual departments such features as a Lecture Hall, Meeting Room, Music and Fine Arts Room, Story Hour Room —attached to the Junior Department, New Zealand Collection, Sound Proof Rooms—attached to the Music Room, a separate popular library, and ample stack space. A projection box is included in the Lecture Hall, which has all the appearance of a small theatre. Ample display case space is provided, and the grounds will be attractively laid out. It is intended that the opening ceremony will take place on the 13th February next.

It is anticipated that members of the Association will take an opportunity of visiting most of the institutions set out above. Those who are familiar with them, but have not seen them for a number of years, will see improvements which will show that library work is by no means at a standstill in Wellington.

Different from libraries proper, but perhaps permeating with its influence more libraries than any of the institutions already mentioned, is the Country Library Service, the name of which has figured frequently in these columns since its establishment. The librarians of the smaller places will derive great benefit from a visit to the headquarters of the Service which is doing so much for them and which has recently, as is well known, increased its activities to provide literary material for Camps, Troop Ships, Escort Ships, etc.

February in Wellington is a pleasant month, and sunshine and excellent weather conditions can confidently be expected.

Probably the main sessions will be held at Electricity House, which is in Cuba Street, and only a short distance from the present Central Public Library. Additional Seminars will probably be held in the new Central Library Building. It will be the endeavour of those members of the Association resident in Wellington to make their visitors welcome and to ensure that their brief stay in the capital during centennial year will be pleasant as well as profitable.

Nominations:

Nominations are invited for office as follows:
Patron: (one vacancy).
President: (one vacancy).
Vice-Presidents: (five vacancies).
Council: (eight vacancies).
Hon. Secretary and Treasurer: (one vacancy).
Hon. Assistant Secretary and Treasurer: (one vacancy).
Hon. Barrister: (one vacancy).
Hon. Solicitor: (one vacancy).
Hon. Auditor (one vacancy).
Hon. Editor: (one vacancy).

Nominations already received are shown below:

Patron: Hon. P. Fraser.
President: Dr. G. H. Scholefield.
Councillors: G. T. Alley.
Hon. Barrister: J. O'Shea, M.A., LL.B.
Hon. Solicitor: J. R. Marshall, LL.M.
Hon. Auditor: B. O. Peterson, A.R.A.N.Z., A.I.A.N.Z.

All nominations should be accompanied by the consent in writing of the person nominated.

Nominations should reach the Secretary as early as possible.

Further Registrations:

Auckland Public Libraries: Miss E. Melville, Chairman; J. W. Kealy, jun., Member of Committee; J. Barr, F.L.A., Chief Librarian.

Dannevirke Public Library: Miss E. M. Holmes, Librarian.

Fairlie Public Library: Mrs. M. L. West, Librarian.

Feilding Public Library: R. W. H. Wood, Librarian.

Invercargill Public Library: H. B. Farnall, Librarian.
Masterton Public Library: W. Kemp, Chairman.
Te Kuiti Public Library: Mrs. J. Paterson, Librarian.
Wanganui Public Library: J. Siddells, Chairman; Miss A. M. Blackett, Librarian; Miss K. Glenn, Assistant Librarian.
Auckland University College: Miss A. E. Minchin, B.A., A.B.L.S., Librarian.
Leys Institute: Sir Cecil Leys, President; R. A. Rew, Member of Committee; E. B. Ellerm, Librarian.

Association Offices:

Members of the Association visiting Wellington at Conference time are urged to call on Miss Bibby at the offices of the Association, which are in King's Chambers, corner of Willis and Willeston Streets, on the third floor immediately opposite the lift. The building is straight across the road from Stewart Dawson's corner, one of the best-known landmarks of the city. The library of the Association is situated here, and members will have an opportunity of becoming acquainted with the stock, which has now assumed considerable dimensions. The plant—duplicator and typewriter—purchased from the generous grant from the Carnegie Corporation of New York, may be seen, and the various special collections which the Association is building up will also be on view. Around the walls the collection of photographs which is being built up is steadily growing. Those Past Presidents and Secretaries who have not yet sent in their photographs are urged to do so at the earliest possible opportunity. Photographs of most of the Conferences of the Association are now also hanging.

Palmerston North:

Further improvements are reported from Palmerston North, including the establishment of a new Children's Section. A large room in the library building, to be reached by a separate entrance from Fitzherbert Avenue, is now being fitted for this purpose. *The Manawatu Evening Standard* for Thursday, 4th January, describes the room as fallows:

"Large and airy, with an ample vestibule to make it as draught-proof as possible, the children's library will rank with the best of its kind in New Zealand. Provision has been made already for the display of 3,500 books, in addition to periodicals and magazines. It is expected that the new section will be opened early next month, but prior to that the room will be available for inspection by parents.

"As befitting the purpose, the fittings and the furniture are modelled on Lilliputian lines, low tables and shelves, low stands, and small chairs being employed in all but the librarian's desk. The library is being modelled for service to children ranging from tiny tots to 14 or 15 years of age.

"Pale blue walls and a cream ceiling will give ample light to the room, which is in general terms about 30 ft. square, and is served by large windows. Shelving lines the walls, with a special shelf for large picture books for the youngest children. The shelving is to be a pearly-grey, relieved with red. The furniture is of rimu, and a particularly fine result has been achieved in the librarian's desk, also of rimu, which has been french-polished to bring up a magnificent grain. The desk has been exceedingly well made and will be equipped with a black glass top and chromium fittings. Plate glass will also be used on the tables to allow of the display of maps and illustrations.

"Hopes are held that eventually cine pictures may be shown with a running commentary, and provision is being made in the equipment of the room towards this end. Everything possible is being done to make the library as attractive as possible, and the fact that it is a complete unit and apart from the other sections is expected to be an added incentive for the children to use it."

Leys Institute.

When renovations which are now being carried out at the Leys Institute, Auckland, are completed, subscribers will have 60 per cent. more floor space, as well as better lighting. Work on the alterations commenced in the middle of August following on a special donation of £1,000 from the T. W. Leys Estate, a further £600 being received from the Auckland City Council. Perhaps the most conspicuous point in the lending department is the radial arrangement of the book stacks, which enable complete supervision of every section of the room. Complete remodelling has also taken place in the reference and juvenile departments. X-ray diffusion lights, subdued and showing no shadows, have been introduced, and in the interests of library quietude special silent flooring has been laid in the building.

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SCHOOLS' SECTION

CLASSIFICATION FOR SCHOOL LIBRARIES.

By Miss C. O. Troup, B.A., A.L.A., Chief Cataloguer, Wellington Public Libraries.

Definition.

Classification, as applied to libraries, is the art of arranging books on the shelves in some definite order, so that books on the same subject stand together, and those on related topics precede and follow. One usually begins by dividing all the books to be dealt with into certain broad *classes, e.g.* History, Science, Art, and so on. Then each class is taken separately and subdivided into what appear to be its most natural or most useful *divisions.* Each division is then subdivided into its various *sections.*

Choice of a System of Classification.

It is sometimes considered that a home-made scheme of classification will suffice for a school library. Experience has shown, however, that it is better to adopt a standard system of classification. Provision must be made for the future growth of the library. A good system of classification adopted at the outset saves much time and trouble in reclassification later.

There are many schemes of classification available, but those most suitable for schools are:—

1. *Dewey Decimal Classification.* This is the system most widely used in public and other large libraries, as well as in school libraries.

2. The scheme outlined by *H. E. Bliss* in his "System of Bibliographic Classification." This scheme is logical and up to date, and in its arrangement of subjects it conforms with the needs of the curriculum. It is too new as yet to be widely known, and it is thus difficult to judge of its application in practice.

3. *The Cheltenham Classification.* This scheme has been specially designed for a school library, namely that of the Cheltenham Ladies' College. The principle on which the classification is based is that the arrangement of the library should be on similar lines to those on which the subjects are taught. A full description of the scheme is given by E. S. Fegan and M. Cant in "The Cheltenham Classification." (W. Heffer & Sons, Cambridge, 1937.)

Of these classification systems the Dewey Decimal Classification is recommended as being the best known and most widely used.

Dewey Decimal Classification.

This system is set out in a series of tables which show the gradual development of classes from the general to the more specific subject.

1. The first summary table gives the *10 main classes* into which all knowledge has been divided. These are:

000 General Works.
100 Philosophy.
200 Religion.
300 Sociology.
400 Language.
500 Science.
600 Applied Science.
700 Fine Arts.
800 Literature.
900 History. Biography.

2. The second summary table gives the *10 divisions* into which each of the 10 main classes have been divided, *e.g.*, in the class Science the 10 divisions are:

500 Science (general).
510 Mathematics.
520 Astronomy.
530 Physics.
540 Chemistry.
550 Geology.
560 Palaeontology.
570 Biology.
580 Botany.
590 Zoology.

3. The third summary tables, 10 in number, give the *10 sections* into which the 10 divisions of each class have been divided, *e.g.*, in the division Mathematics the 10 sections are:

510 Mathematics (general).
511 Arithmetic.
512 Algebra.
513 Geometry.
514 Trigonometry.
515 Descriptive Geometry.
516 Analytic Geometry.
517 Calculus.
518 ———
519 Probabilities.

Then follow the complete tables, including all the classes, divisions, sections and subsections. The general principle of the arrangement and sequence of subjects is from the

general to the specific. The Dewey Classification is a very comprehensive one, so that some school librarians consider it to be too complicated for their purpose. It is possible, however, to make certain adjustments to bring the classification into line with school requirements.

Adjustments of Dewey for School Libraries.

1. It is possible to *classify to three places only*, thus omitting the numbers after the decimal point. This means classifying according to the third summary table, and disregarding the minute subdivisions provided for in the complete tables.

2. Various *abridgements of Dewey* have been published and are available: Dewey—"Abridged Decimal Classification." (Forest Press, Lake Placid, New York, 1926.) Martha Wilson, in her "School Library Management" (H. W. Wilson Co., New York, 1931), prints an abridgement for small schools and an abridgement for larger schools. The "Standard Catalog for High School Libraries" (ed. 3, H. W. Wilson Co., New York, 1937) has drawn up a modified Dewey Classification scheme to suit the needs of school libraries. This "Standard Catalog" contains a list of books suitable for school libraries classified by the Dewey system, together with suggested subject headings. This is recommended as a most useful reference book for the school librarian.

3. *The Class Language (400) is often omitted* in school libraries. The study of language in schools is so closely connected with literature that all the language books may be placed in the literature numbers (800).

4. *Fiction is not usually classified.* It can be arranged in one sequence, alphabetically by author.

How to Classify a Book.

A careful study of the classification tables must be made in order to understand the relation of subjects and the meaning of the numbers. The first step in classifying a book is to find out its subject. The title of a book is often vague or misleading as to its contents. To find out the subject of a book it is necessary to read the table of contents, the chapter headings and preface, all of which give some idea of the scope and extent of the book. If the subject is still doubtful read part of the text, and consult recognized book reviews. After deciding what the book is about look up the subject in the Dewey index, which will refer you to the classification in the main tables. Never classify by the index alone, but always refer back to the main tables and class heading to confirm your choice of subject or class number.

Practical Difficulties:

In practical classification one comes up against many difficulties. The following rules formulated by Dewey should be helpful:

1. Place a book where you think it will be most useful.

2. Classify first by subject then by form, *i.e.*, discover what the subject of a book is before considering how it is treated, (*e.g.*, a history of science must be placed with science, not with history).

3. If a book deals with two or three subjects, it should be placed with the most important; if the parts are of equal importance, place it in the one first treated. If it deals with more than three subjects the book should be placed in a general heading which covers the majority of them.

4. Place a book in the most specific heading that will contain it.

5. Pros and cons of any subject go together.

Methods of Marking Books.

When the classification number has been assigned it should be written in the book: the best place is the back of the title-page. Books with the same classification number are arranged alphabetically by author on the shelves. It saves confusion in the arrangement if the first three letters of the author's name are indicated below the classification number, *e.g.*, "Science for the Citizen," by L. Hogben, would be marked

500
Hog.

It is advisable to have the classification number also marked on the back of the cover to ensure its correct position on the shelf. Labels are not satisfactory for this purpose, as they get dirty and untidy and tend to fall off. The best methods of marking the books are to write the number on the back of the cover in Reeves white waterproof ink, to paint the numbers on, or to use an electric stylus.

The classification number should appear on the catalogue cards and on the book card.

Shelf Guides.

When the books have been classified and arranged in order on the shelves, guides or labels should be prepared giving the classification numbers and the subjects they represent. Large guides in bold lettering should indicate the main classes, while smaller labels attached to the appropriate shelves are used to mark the subdivisions.

BOOK LIST.

No annotations are given where titles are sufficiently self-explanatory, or for lighter fiction by well-known authors. All prices shown are published prices.

PHILOSOPHY:

Adler, Alexandra.—Guiding human misfits. Faber. 5/- 1939 131
The application of "individual psychology" to human problems. By Alfred Adler's daughter.

Dulles, J. F.—War, peace and change. Macmillan. 7/6 1939 172.4
Discusses the causes of war, and possible remedies, both generally and as regards the present situation.

SOCIOLOGY:

Carr, E. H.—The twenty years' crisis, 1919-1939. Macmillan. 10/6 1939 327
Impartial survey of the causes of the present disaster. Urges the abandonment of power politics.

Darvall, F.—The American political scene. Nelson. 2/6 1939 320.973
Brief outline for the foreigner.

Hobson, J. A.—Imperialism. 3rd. ed. Allen and Unwin. 8/6 1938 325
A carefully reasoned attack. First published in 1902, the new edition has been brought up to date chiefly by the addition of statistical appendices.

Pecora, F.—Wall Street under oath. Simon and Schuster. $2.50 1939 332
The discoveries made by the United States Senate Committee on currency and banking, which investigated Wall Street activities in 1933-34.

Renn, Ludwig—Warfare. The relation of war to society. Faber. 8/6 1939 355
Historical discussion of the evolution of tactics, with special reference to modern war. The author is a German ex-officer, who fought for the Government in Spain.

NATURAL SCIENCE:

Cox, I., ed.—The wild life around us, and the story of the rocks. Allen & Unwin. 6/- 1939 504
Essays, originally broadcast talks, on plant and animal life, and on geology.

Kaempffert, W. B.—Science to-day and to-morrow. Viking. $2.50 1939 504
18 essays for laymen on scientific subjects, ranging from Can the laboratory create life? to Democracy and the machine.

Levy, H.—Modern science. H. Hamilton. 21/- 1939 500
Emphasises the social implications of modern scientific progress.

Teone Taare Tikao, and Beattie, H.—Tikao talks. Reed. 17/6 (N.Z.) 1939 572.995
Traditions and customs of the Maori as related by an old Banks Peninsula Maori.

APPLIED SCIENCE:

Courtney, J. L.—Practical aspects of retailing. Faber. 3/6 1939 658.87
Discusses accounting, advertising, delivery costs, buying, etc.

Heath, Ambrose.—Open sesame. Nicholson and Watson. 2/6 1939 641.5
Cookery book for the "tin-opener housewife." Recipes for dishes in which tinned foods form the basis.

Hooper, M. M.—Common-sense beekeeping. Link House. 2/6 1939 638.1

Verrall, W.—Solid and fibrous plastering. Technical Press. 9/- 1939 693.6
Practical handbook.

Whitehead, S.B.—Everyday fare for fitness. Lane. 5/- 1939 613.2
Merits and demerits of various common foods. Includes numerous recipes.

FINE ARTS:

Bean, W. J.—Wall shrubs and hardy climbers. Putnam. 7/6 1939 715

Bertram, A., ed.—Contemporary painting in Europe. Studio. 10/6 1939 759.4
Reproductions of the work of over a hundred leading artists, with brief biographies and comments. 142 illustrations, of which 8 are in colour.

Hastings, A., ed.—Week-end houses, cottages and bungalows. Architectural press. 7/6 1939 728.6
Designs of houses recently built in England and Europe.

Matthay, T.—Piano fallacies of to-day. Oxford. 3/6 1939 786.3
Attacks certain conventions in piano technique.

LITERATURE:

Mansfield, K., pseud.—The scrapbook of Katherine Mansfield. Constable. 7/6 1939 828
Hitherto unpublished notebooks, containing stories and odd jottings.

Smith, E. M.—History of New Zealand fiction. Reed. 3/6 (N.Z.) 1939 823.09
Brief analytical survey, with an extensive bibliography.

TRAVEL:

Hamilton, C. M.—Modern Sweden as seen by an Englishwoman. 7/6 1939 914.85
Readable account, covering education, housing, food, industry, politics, etc.

Piehler, H. A.—Ireland for everyman. Dent. 2/6 1939 914.15
Guidebook. Twenty pages of maps, historical outline, descriptions of tours, bibliography, etc.

Steedman, M.—Unknown to the world—Haiti. Hurst & Blackett. 12/6 1939 917.29.
Account of social, economic and administrative conditions, with a detailed study of the practice of voodoo.

BIOGRAPHY:

Berlin, I.—Karl Marx (Home univ. lib.) Butterworth. 2/6 1939

Colson, P.—Georgian portraits. Williams & Norgate. 8/6 1939
Twelve essays on contemporaries, including H. G. Wells, Sir James Jeans, Lord Hewart, and Bishop Barnes.

Ferber, Edna—Peculiar treasure. Heinemann. 12/6 1939
Autobiography of a successful American novelist.

Hanlon, A. C.—Random recollections. Otago Daily Times. 7/6 (N.Z.) 1939
Recollections of a barrister, including accounts of many celebrated New Zealand cases.

HISTORY:

Auckland University College.—1840 and after. A.U.C. 5/- 1939 942.08
Attempts to analyse the English civilisation which was transplanted to New Zealand in 1840. Takes the form of 11 essays, each by a member of the college staff, on the law, literature, philosophy, architecture, etc., of the period.

Fuchs, M.—A pact with Hitler. Gollancz. 12/6 1939 943.6
Inside account of the last three years of Austria's independence, by a former aide to Schuschnigg.

Lord, E. I.—Old Westland. Whitcombe & Tombs. 7/6 (N.Z.) 1939 995
Centennial history of the West Coast of the South Island.

Mulgan, A. E.—The city of the strait. Reed. 15/- (N.Z.) 1939 995
Centennial history of Wellington city and province. Appendices contain a chronology, passenger lists of the first ships, and a roll of politicians.

Wily, H. E. R. L.—South Auckland. Franklin Printing and Publishing Company. 7/6 (N.Z.) 1939 995
History of Manukau, Franklin, Raglan, Waikato and Waipa Counties.

Asche, S.—The Nazarene. Routledge. .. 8/6
Historical novel written round the life of Christ. There are three narratives, giving the views of an enemy, a disciple, and a dispassionate observer respectively.

Baum, V.—Nankin road. G. Bles. 8/6
A Chinese "Grand Hotel." Character sketches of nine victims of an air raid in China.

Duhamel, Georges.—Days of delight. Tr. Dakers. 7/6
Charming chronicle of the growth of two small boys.

Franklin, M., and Cusack, D.—Pioneers on parade. Angus & Robertson. 7/6
Amusing novel written round Australia's sesquicentenary; satirises snobbery in Sydney society.

Gibbs, Sir P. H.—Broken pledges. Hutchinson 7/6
Readable story, used chiefly as a peg on which to hang diverse comments on the international situation.

Henry, O., Pseud.—O. Henry encore. Hodder & Stoughton. 7/6
Hitherto undiscovered contributions to the "Houston Post." Short stories, articles, and verse.

Keyes, F. P.—The great tradition. Eyre and Spottiswoode. 8/6
An American-born German returns to Germany and is caught up in the Nazi revolution.

Lindsay, J.—Brief light. Methuen. 8/6
Written round the life of Catullus.

Lawrence, C. E.—Gloriana. J. Murray. .. 7/6
Romance of the later days of Queen Elizabeth.

Leslie, D. O.—Another Cynthia. Hutchinson. 8/6
Light historical novel of an adventuress under the Regency.

Macdonell, A. G.—Flight from a lady. Macmillan. 7/6
Series of letters from a disillusioned lover escaping from his mistress by aeroplane. Witty comments on travel, international affairs, and love.

Mulgan, J. A. E.—Man alone. Selwyn & Blount. 7/6
New Zealand proletarian novel. Adventures of an odd job man during the depression.

Pederson, Arthur, and Field, Rachel.—To see ourselves. Collins 7/6
Life in Hollywood, from the less glamorous point of view.

Phillpotts, E.—Monkshood. Methuen. .. 7/6
Psychological mystery story.

Porter, Katherine Anne—Pale horse, pale rider. Cape. 7/6
Three long short stories.

Priestly, J.B.—Let the people sing. Heinemann. 8/6
Pleasantly sentimental novel in the vein of "The Good Companions."

Scanlan, N. M.—Kelly Pencarrow. R. Hale. 7/6
New Zealand setting.

Vare, D.—The temple of costly experience. .. 7/6
Pleasant story, set in a Mongolian monastery, which aims at capturing the leisurely, cultured atmosphere of Old China.

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